

61-231

Chief, Records Management Staff

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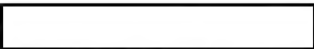
1. Employee Suggestion #61-231 proposes the design and use of a larger size window type envelope for dissemination of CS Reports from "K" Building Reproduction Plant. Also, the Suggester proposes that something be done to avoid such appalling and continued waste of destroying the used "regular" manila envelopes.

2. There is a larger size window envelope, (Multi-Purpose Envelope, size 10" X 16") already in the system. If these envelopes were used and used correctly, there would be no waste.

3. While no part of the suggestion was adopted, it did spark an improvement which will eliminate the use of approximately 10,000 envelopes in "K" Building Reproduction Plant with an estimated annual savings of \$200.00.

*Note: ES 61-402, 31 Mar 61  
which proposed use of an  
improved chain envelope  
and a related poster was  
disapproved 7/1/61*

6 February 1961

  
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